

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 2227
Job Title: Solid Waste Coordinator
Salary Grade: 21
Bureau: Administration
Department: Environmental Control & Sustainability
Dept. Budget No. 161
Position I.D. 9502177
Shakman Exempt

Characteristics of the Position

General Overview

Under the general supervision, confers with and reports directly to the Environmental Control Director. Coordinates solid waste planning efforts of suburban Cook County municipalities. Supportive of the department's role in solid waste management (i.e. disposal, recycling, and source reduction of solid waste materials). Interacts with EPA officials, local solid waste agencies, and local municipalities in order to coordinate waste information, and to apprise the Director of status/progress on various projects. Provides expertise relative to the County's business procedures through review of the Cook County Solid Waste Management Plan, in terms of long range goals, to address solid waste problems in an environmentally safe and financially feasible manner. Effectively recommends advisories of proposed legislation which are forwarded to County officials in accordance with priorities established in conjunction with the Environmental Control Director.

Key Responsibilities and Duties

Coordinates implementation of the Cook County Solid Waste Management Plan for suburban municipalities located within the County of Cook.

Represents the Department at public hearings in matters related to solid waste.

Liaison with EPA officials, local municipal officials, and local solid waste agencies in regards to solid waste matters.

Reviews proposed solid waste legislation and prepares advisories which are forwarded to appropriate County officials.

Assigns workloads, per permit applications filed or complaints received, to environmental control inspection personnel; monitors their work activities as to collection of material samples and to completeness of supportive inspection documentation relative to environmental pollution.

Conducts investigatory environmental pollution inspections in the field, wherein previous environmental inspections reported non-abatement of asbestos emissions or dust emissions, to assure compliance to the rules and regulations of the Department of Environmental Control and in conjunction with State and Federal environmental protection laws.

Trains new environmental control inspection personnel in regards to the policies and procedures of the department.

Responds to a 24 hour call back respective to all disasters and hazardous material incidents.

Represents the Cook County Department of Environmental Control in matters related to asbestos containing material removal, demolition of structures, and hazardous material; provides assistance to the general public pertaining to the aforementioned.

Maintains liaison with the Illinois Environmental Protection Agency, U.S. Environmental Protection Agency, and other agencies and local organizations relevant to asbestos containing material, demolition of structures, and hazardous materials; attends scheduled meetings with said agencies respective to the denoted subject matter.

Knowledge, Skills and Abilities

Considerable knowledge of the rules and regulations of the Environmental Control Ordinance of Cook County respective to asbestos containing removal, demolition of structures and hazardous material.

Knowledge of State and Federal environmental protection laws as related to air pollution.

Skill in sampling procedures and use of portable equipment utilized in environmental pollution control.

Skill in communicating both verbally and in writing with the general public respective to mandates of environmental protection laws.

Skill in preparing comprehensive written reports relative to investigatory environmental pollution inspections.

Ability to supervisor and coordinate work activities of the assigned personnel to carry out the objectives and goals of the department.

Ability to train staff members in the policies and procedures of the department.

This position requires various types of physical exertion, including but not limited to lifting, pulling, pushing, climbing, and moving objects of moderate to heavy weight.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of one (1) year of professional work experience in related field **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in urban planning, environmental engineering, or related field.

Five (5) years professional work experience in environmental control solid waste management.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

JC: 2227 revised 4/23/12

Update Dept Name/Physical Reqs 1/10/18